

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO
ACCOUNTING DEPARTMENT

JOB CLASSIFICATION: SR. ACCOUNTING OFFICER (SUPERVISOR)
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Incumbents in this class perform professional accounting duties. A professional accountant typically has responsibility for maintaining accounting records for organizational units, and may have budgetary and/or business management control; exercises central fiscal control activities; prepares, reviews and analyzes all types of accounts and records of financial transactions and does other related work. Plan, direct and evaluate the work of an accounting group, unit or program.

65 % Accounts Payable, Accounts Receivable, Travel & Cashier Unit - **Direct and assist in complex research projects. Contacts Fiscal unit to resolve errors and reconciling items.** Oversee compliance as related to Prompt Payment Penalties, Use Tax, Vendor Data Records and reporting to outside agencies as they relate to Accounts Payable. Review and sign collection letters, tax intercept letters and overall postings as it relates to Accounts Receivable. Audit and approve Office of Revolving Fund check requests in Cashier unit. Monitor CalATERS claims to ensure travel unit is compliant with travel rules and timeframes. Monitor and direct staff to reconcile reports as it relates to their desk duties.

Oversee compliance as related to Department of State Hospitals, Department of Finance and other outside, control agencies as related to Accounts Payable, Accounts Receivable, Travel and Cashiering.

25 % OTHER DUTIES - **Supervise Accounting Office Staff** – work in collaboration with Accounting Administrator I Supervisor to prepare evaluations/probation reports in a timely manner. Promote a harmonious working environment free of sexual or any other form of harassment, assist in the training of staff, while consulting with the Accounting Administrators, approve time-off requests, counsel employees and enforce progressive discipline as necessary. Act as Accounting Administrator and/or Fiscal Officer in their absence.

Assist in the preparation of year-end, financial statements and other reports and reconciliations as needed. Assist in Table maintenance. Assist in ensuring that the Accounting Department is in compliance with JCAHO and all other rules and regulations of outside entities as well as those of DSH-Atascadero State Hospital. Other duties as needed.

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10 % **PAYROLL DISTRIBUTION-** In addition to supervising Accounting Staff in Payroll Distribution, **oversees compliance of warrant distribution times as related to the various Bargaining Units.** Oversee compliance as related to hospital regulations as well as the regulations of the State Controllers Office, the Department of Finance and other outside, control agencies as related to payroll distribution.

2. SUPERVISION RECEIVED

Accounting Administrator I, Supervisor

3. SUPERVISION EXERCISED

2.0 Accounting Officer, Specialist , 3.0 Accountant I, Specialists and 2.0 Student Assistants. May act as lead person for other units as directed by the Accounting Administrators I/II.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules and regulations; principles of business management, including office methods and procedures; principles of public finance; business law; principles and techniques of personnel management and supervision; and planning, organizing, and directing the work of others; the department Equal Employment Opportunity (EEO) Program objectives; a manager's role in the EEO Program and the processes available to meet EEO objectives.

ABILITY TO: Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work and speak and write effectively; plan, organize, and direct the work of others; effectively contribute to the department's EEO objectives.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

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CPR (at facility option)

N/A

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Basic knowledge of Accounting Department policies, laws, rules and regulations.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Knowledge of and ability to operate Fiscal, Excel and Word computer programs; ability to operate 10-key.

6. LICENSE OR CERTIFICATION - not applicable

7. TRAINING - Training Category = 10

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS (FLSA)

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee's Signature

Date

Supervisor's Signature

Date

Reviewing Officer's Signature

Date